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## ISD NEWS AND VIEWS

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### New Contracts for Communication Products

Information Services Division has recently awarded contracts for host communication software and hardware. Two contracts were awarded: one to ISC Corp. from Bozeman for Novell Netware 3270 communication products (formerly called PCOX from CXI) and to Attachmate for 3270 communication products. The contracts will be in place no later than January 16 (presuming receipt of performance bonds). Price lists will be distributed at that time.

### Expiration of IBM Term Contract

REMINDER -- IBM Term Contract will expire on February 28, 1989. We are currently bidding a new contract for IBM microcomputer products. There may be some price increases in the new contract due to fluctuations in memory prices. Therefore, if you anticipate needing IBM equipment in the near future please submit orders by February 24, 1989.

### WordPerfect 5.0 Free Upgrade Expires

WordPerfect's free upgrade program has expired. Any WordPerfect 4.2 purchases made after September 1, 1988 are not eligible for free upgrades. Contact Central Stores for the new upgrade prices.



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PLEASE RETURN

## **DISKETTE PROBLEMS? READ ON...**

We are becoming aware of quality problems with 3 1/2 inch diskettes. Please be advised that performance may vary from diskette to diskette and manufacturer to manufacturer. As a general rule, these diskettes are guaranteed and should be returned to Central Stores (or wherever you purchased them) for replacement by the manufacturer. If you have any technical questions on the types of performance problems involved, please call Brett McAlister at 444-2973.

### **R:BASE Compiler**

A compiler for R:BASE is now available from Microrim. The R:BASE Compiler creates stand-alone EXE files and has a comprehensive debugger that's flexible and easy to use. The R:BASE Compiler will support applications written in R:BASE for DOS and R:BASE System V in both single-user and multi-user environments. To order the R:BASE Compiler, call the Microrim Order Desk at 206-883-3366.

### **Lotus Spreadsheet Developed for Estimation of R:BASE File Sizes**

The Information Center Bureau has developed a Lotus spreadsheet to use when estimating file sizes for R:BASE for DOS applications. The sizes of the three .rbf files vary depending upon the amount of information in the database and the number of keyed columns. After designing your database, you should have enough information to estimate the file sizes, using the spreadsheet. Call Sheralyn

Thompson Marble at 444-2907 for more information.

### **WordPerfect 5.0 and E-Mail Users**

If you have created a WordPerfect 5.0 document and are going to send it to an E-Mail user who is using WordPerfect 4.2 be sure to save the document in a 4.2 format (instructions follow). WordPerfect 4.2 users cannot retrieve 5.0 documents. A new E-Mail user list should be published around the first of February and should contain which version of WordPerfect everyone is using. If you would like a copy, please call Jeanette at 444-2973 or send her a message at ADISIC09 DSVHOST.

### **Converting WordPerfect 5.0 documents to 4.2**

After the document is completed, use the Text In/Out key (Ctrl, F5). There is an option to save in 4.2 format. If you choose this you must name the document. WordPerfect saves the document, but leaves the original on your screen. This way you can save your document in WP 5.0 format with a different name. If you have any questions about this procedure, please call Melanie at 444-2973.

### **Electronic Mail Users Who Communicate With Public Service Commission**

If you communicate electronically with anyone at the Public Service Commission and have tried to reply to a note they have sent you, your PC will lock up.

We have now received a fix for this problem and if you would like it installed on your PC, please send Jeanette (ADISIC09 DSVHOST) a message.

**ATTENTION: Electronic Mail And PM Users Who Are Terminating Employment or Changing Locations of Employment**

If you are a Personal Manager and/or Electronic Mail user and plan on terminating employment or changing the location of your employment, please follow the steps listed below. This will help the Information Center keep the user list up to date, and ease the transition for people who replace you. If you know of someone who is one of these users and already terminated, please call Jeanette for assistance on what to do with their calendar and/or file cabinet.

Personal Manager - Please determine whether you need to document your calendar (past appointments). If you do, print a copy and it should be retained according to your office filing procedures. Then notify Jeanette Rushford with a Personal Manager telephone message stating your termination date. You will not be deleted from the Calendar until after your termination date. All appointments are automatically deleted when your Calendar id is deleted from the system.

Electronic Mail - Prior to leaving, you need to determine the disposition of the items in your file cabinet. Print the notes, documents, and messages that should be retained according to your office filing procedures.

There is a way to copy your entire file cabinet to a diskette. When this is done though, the documents are not copied along with the file cabinet, only the items within your file cabinet. This would provide a backup copy to someone who may need to access your file cabinet at a later time. If you would like more information regarding this, please call Jeanette at 444-2973.

To view the entire file cabinet from the Main Tasks panel select option 5-File Cabinet and 1-Review to review all items. Determine disposition of the items (print what is necessary to keep).

One to two days before your last day, receive your mail. Then receive your host status document (from Main Tasks panel 1-Receive and from Receive Mail panel 2-Status). This document needs to be sent to Jeanette at the Information Center. Place the highlighted bar on the host status document you just received (has D: DISTINFO with a TAG of STATUS) and select 4-Send. The Send Document panel will appear with the PC filename being that of the host status document you just received. Tab down to the message area and notify Jeanette what your termination date is and sign the message that is attached to the host status document you received. Then send it to Jeanette (ADISIC09 DSVHOST).

Shortly after you leave, your Electronic Mail user-id will be deleted. Jeanette will notify other E-mail users approximately once a week of terminated employees.

When you are ready to delete your entire file cabinet, from the Main Tasks panel select option 8-Tools and 7-Create a File Cabinet. Two File Recovery panels will appear with the following message on the bottom: 'WARNING: This file already exists. To replace it, choose Retry.' You will have to select 3-Retry two times to delete your entire file cabinet.

Then go into your default PS/PC sub-directory (usually your WordPerfect sub-directory) and delete all N???????.ASC and all D???????.FFT documents. These documents are placed in your file cabinet when you create or receive notes within PS/PC. If you have any questions, please call Jeanette at 444-2973.

#### **Computerized Bill Status Reports**

In addition to the online Bill Status System announced in last month's ISD News and Views, several bill status reports are available that can be printed on the mainframe computer in the basement of the Mitchell Building or on a remote printer. The following is a description of each:

1. \$INDEX -- contains descriptions of reports available.
2. BILL -- lists current (latest) status of specific bills specified by the user.
3. BILLALL -- lists all actions of specific bills as specified by the user.
4. FISCAL1 -- lists all bills with a fiscal note appropriation indicated.

5. BILLCAT2 -- lists latest two actions on bills and allows them to be categorized. Bills in an associated category are specified in member BILLKEY.

6. BILLKEY -- the member used by BILLCAT2. Enter each bill number and associated category you wish to list in BILLCAT2.

=====

Users wanting these reports must have a TSO Library. If you need a TSO Library, call Tina Carmichael at 444-2860.

Users that have a TSO Library and are interested in creating these hard copy reports should follow these steps:

STEP 1 -- Copy the members of F27.TSOLIB.SHARE into your TSO Library.

STEP 2 -- Make the necessary changes to the JCL including job name, user number, box number, and account number.

STEP 3 -- Follow the instructions listed in each job.

STEP 4 -- Submit the job.

If you need assistance with this, call Teri in the Information Center at 444-2973.

#### **Mainframe SDSF tip for remote printers**

SDSF "remembers" many things from session to session and this sometimes causes problems for users. One place where this frequently happens is with the DEST command. For example, if you type DEST U206 on the com-

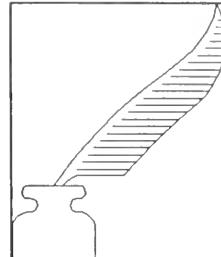
mand line while in the O output screen, you see your jobs which will print on U206 but not those printing on other printers (eg. CENTRAL). The next time you go into SDSF, it remembers the U206 destination. This can be a problem if you forget that you're only looking at U206 and are expecting to see some jobs that print to CENTRAL. Instead you see no job output and wonder where it went. There is no indication on the screen to indicate that you are only looking at U206. One solution to this problem is to redefine one of your PF keys to put you back to what you would normally like to see. Press this PF key whenever you go to view job output to make sure you are looking at all destinations for a particular logonid.

From anywhere in SDSF, type KEYS on the command line to see your PF key definitions. Change a PF key definition you rarely use to something like this:

PFn ===> DEST;PREFIX Cx9999

DEST without any parameters looks at all destinations. The semicolon is the command delimiter which allows you to stack several commands on one PF key (look at SPF 0.1 to make sure yours is a semicolon). PREFIX sets the prefix to the logonid you want.

If you have any questions regarding SDSF, call Randy or Sheralyn in the Information Center at 444-2973.



# TRAINING

## Free Mainframe Mini Demonstration

**Copy / Print Utilities:** presented by Randy Holm of the Information Center.

**DATE:** February 3, 1989  
**TIME:** 1:30 pm to 3:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** Free  
**LIMIT:** 20

This class explores many of the copy and print utilities available on the mainframe. Utilities to be covered include IEBGENER, IEBCOPY, IEBPTPCH, IDCAMS, IDJRNLS, PRINTPDS, DYL260, and others. Sample jobs will be shown along with recommendations on use.

**Survey of Mainframe Software:** presented by Randy Holm of the Information Center.

**DATE:** April 20, 1989  
**TIME:** 1:30 pm to 3:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** Free  
**LIMIT:** 20

This class will give you a general overview of the software available on the mainframe. Software will be grouped by major categories, and descriptions and recommendations on use presented.

## Free Microcomputer Mini Demonstration

**DOS 4.0:** presented by Brett McAlister of the Information Center.

**DATE:** January 18, 1989  
**TIME:** 1:30 pm to 3:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** No Charge  
**LIMIT:** 20

This free session demonstrates the new DOS 4.0. Highlights include:

New user interface	Enhanced file listing capabilities
Expansion to Dos 3.3 functions	DOS functions new in 4.0

## UPCOMING CLASSES

### Data Network Classes

Jan 31 pm	Using Personal Services PC
Feb 3 pm	Mainframe Mini
Feb 10 pm	Personal Manager
Feb 22 pm	Using Novell Software
Mar 2 pm	State Telephone Training
Mar 7 pm	Using Personal Services/PC
Mar 9 am	Personal Manager
Apr 18 pm	Using Novell Software
Apr 20 pm	Mainframe Mini

### Microcomputer Classes

Feb 1	Intermediate DOS
Feb 13	Beginning Microcomputer Skills
Feb 14 & 15	Intermediate R:BASE
Feb 16	Conversion for WordPerfect 4.2 to 5.0
Feb 21 & 22 am	Advanced WordPerfect 4.2
Feb 24	Spreadsheet Design and Documentation
Feb 27 am	Introduction to Macros for Lotus 1-2-3
Feb 28 am	Intermediate Macros for Lotus 1-2-3
Feb 28 pm	Advanced Macros for Lotus 1-2-3
Mar 6 & 7 am	Advanced WordPerfect 5.0
Mar 9 pm & 10	Introduction to WordPerfect 5.0
Mar 13	Conversion for WordPerfect 4.2 to 5.0
Mar 14 & 15 am	Introduction to Lotus 1-2-3
Mar 15 pm & 16	Introduction to WordPerfect 4.2
Mar 21	Micro Database Concepts and Design
Mar 22 & 23	Beginning R:BASE
Mar 24	PFS:Professional File
Mar 27	Conversion for WordPerfect 4.2 to 5.0
Mar 29	Beginning Microcomputer Skills
Mar 30	Fundamentals of DOS
Apr 3 & 4 am	Introduction to WordPerfect 5.0
Apr 4 pm & 5	Advanced Features of Lotus 1-2-3
Apr 10	Conversion for WordPerfect 4.2 to 5.0
Apr 11 & 12 am	Advanced WordPerfect 4.2
Apr 13	Beginning Microcomputer Skills
Apr 17 & 18 am	Introduction to Lotus 1-2-3
Apr 19 & 20 am	Introduction to WordPerfect 4.2
Apr 21	Conversion for WordPerfect 4.2 to 5.0

# TRAINING SCHEDULE

## STATE DATA NETWORK CLASSES

**PERSONAL MANAGER (PM):** presented by Jeanette Rushford of the Information Center

**DATE:** February 10, 1989  
March 9, 1989  
**TIME:** 1:00 pm to 3:00 pm on February 10  
8:30 am to 10:30 am on March 9  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$25.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills or Basic Terminal Skills

Personal Manager is a calendaring product available through the Division's mainframe. It is used for scheduling meetings (for yourself and others) and vacations, reserving resources like conference rooms, and even taking telephone messages.

**USING PERSONAL SERVICES/PC (PS/PC):** presented by Melanie Coughlin of the Information Center

**DATE:** January 31, 1989  
March 7, 1989  
**TIME:** 1:00 pm to 4:30 pm each day  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$35.00  
**LIMIT:** 12  
**PREREQUISITE:** Beginning Microcomputer Skills and experience with WordPerfect

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe.

To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

## MICROCOMPUTER CLASSES

**BEGINNING MICROCOMPUTER SKILLS:** presented by the staff of the Information Center

<b>DATE:</b> (one day only)	February 13, 1989
	March 29, 1989
	April 13, 1989
<b>TIME:</b>	8:15 a.m. to 4:30 p.m. <b>each day</b>
<b>PLACE:</b>	Room 25, Mitchell Building
<b>NON-SUBSCRIBER COST:</b>	\$60.00
<b>SUBSCRIBER COST:</b>	\$40.00
<b>LIMIT:</b>	12
<b>PREREQUISITE:</b>	None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

- The machine
- The operating system
- Communications
- Word processing
- Spreadsheets and graphics
- File management

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

**FUNDAMENTALS OF DOS:** presented by Gale Kramlick or Melanie Coughlin of the Information Center

<b>DATE:</b>	March 30, 1989
<b>TIME:</b>	8:30 am to 4:30 pm <b>each day</b>
<b>PLACE:</b>	Room 25, Mitchell Building
<b>NON-SUBSCRIBER COST:</b>	\$60.00
<b>SUBSCRIBER COST:</b>	\$40.00
<b>LIMIT:</b>	12
<b>PREREQUISITE:</b>	Beginning Micro Skills and/or 3 months micro experience

**FUNDAMENTALS OF DOS** is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals

File naming  
Special files like CONFIG.SYS  
Internal commands - variation of DIR, ERASE, RENAME, TYPE, COPY  
External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE  
How to interpret batch files  
Backup procedures

**INTERMEDIATE DOS:** presented by Gale Kramlick of the Information Center

**DATE:** February 1, 1989  
**TIME:** 8:30 am to 4:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 12  
**PREREQUISITE:** Fundamentals of DOS or appropriate experience

This class is designed to follow the Information Center's "Fundamentals of DOS" class. It is not designed for programmers and does not intend to teach all the advanced features of the operating system.

The topics that are covered in "Intermediate DOS" are:

ATTRIB	MODE
DISKCOMP	SELECT
REPLACE	LABEL
JOIN	XCOPY

Other features of the Disk Operating System that will be discussed are:

Filters (FIND, MORE)  
Batch File Creation (EDLIN, Batch file commands)

## WORD PROCESSING CLASSES

**INTRODUCTION TO WORDPERFECT 4.2:** presented by Gale Kramlick or Melanie Coughlin of the Information Center

<b>DATE:</b>	March 15 and 16, 1989
	April 19 and 20, 1989
<b>TIME:</b>	1:00 pm to 4:30 pm on March 15
	8:30 am to 3:30 pm on March 16
	8:30 am to 3:30 pm on April 19
	8:30 am to 12:00 noon on April 20
<b>PLACE:</b>	Room 25, Mitchell Building
<b>NON-SUBSCRIBER COST:</b>	\$90.00
<b>SUBSCRIBER COST:</b>	\$60.00
<b>LIMIT:</b>	12
<b>PREREQUISITE:</b>	Beginning Microcomputer Skills

This course is intended for anyone interested in learning the basics of WordPerfect. This class will concentrate on text creation, use of function keys, editing, formatting, printing, filing, and retrieving documents. Merging documents, macro creation, block functions and use of the spell checker are also covered.

**INTRODUCTION TO WORDPERFECT 5.0:** presented by Gale Kramlick or Melanie Coughlin of the Information Center

<b>DATE:</b>	March 9 and 10, 1989
	April 3 and 4, 1989
<b>TIME:</b>	1:00 pm to 4:30 pm on March 9
	8:30 am to 3:30 pm on March 10
	8:30 am to 3:30 pm on April 3
	8:30 am to 12:00 noon on April 4
<b>PLACE:</b>	Room 25, Mitchell Building
<b>NON-SUBSCRIBER COST:</b>	\$90.00
<b>SUBSCRIBER COST:</b>	\$60.00
<b>LIMIT:</b>	12
<b>PREREQUISITE:</b>	Beginning Microcomputer Skills

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. The class will take the participants through the fundamentals of creating, printing, and editing documents. The new Setup feature will be discussed. Formatting documents as they are created and after creation will be covered. Some of the time saving features such as spell check, merges, block functions and macros will also be covered.

**ADVANCED FEATURES OF WORDPERFECT 4.2:** presented by Gale Kramlick or Melanie Coughlin of the Information Center

**DATE:** February 21 and 22, 1989  
April 11 and 12, 1989  
**TIME:** 8:30 am to 3:30 pm on the first day  
8:30 am to 12:00 noon on the second day  
**PLACE:** Room 25, Mitchell Building  
**SUBSCRIBER COST:** \$60.00  
**NON-SUBSCRIBER COST:** \$90.00  
**LIMIT:** 12  
**PREREQUISITE:** Beginning Microcomputer Skills and Introduction to WordPerfect

For those already using WordPerfect, the advanced class will cover footnotes, column generation, document preview, advanced macros, advanced merging, and outlining. Table of contents, sorting capabilities and dual document editing are also covered.

**ADVANCED FEATURES OF WORDPERFECT 5.0:** presented by Gale Kramlick or Melanie Coughlin of the Information Center.

**DATE:** March 6 and 7, 1989  
**TIME:** 8:30 to 3:30 pm on March 6  
8:30 to 12:00 noon on March 7  
**PLACE:** Room 25, Mitchell Building  
**NON-SUBSCRIBER COST:** \$90.00  
**SUBSCRIBER COST:** \$60.00  
**LIMIT:** 12  
**PREREQUISITE:** Beginning Microcomputer Skills and Introduction to WordPerfect 5.0

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, changing fonts within a document, creating style sheets and master documents, keyboard layout, compose and graphics.

**CONVERSION OF WORDPERFECT 4.2 TO 5.0:** presented by Gale Kramlick or Melanie Coughlin of the Information Center

**DATE: (one day only)** February 16, 1989  
March 13, 1989  
March 27, 1989  
April 10, 1989  
April 21, 1989  
**TIME:** 8:30 am to 4:30 pm each day  
**PLACE:** Room 25, Mitchell Building  
**NON-SUBSCRIBER COST:** \$60.00  
**SUBSCRIBER COST:** \$40.00  
**LIMIT:** 12  
**PREREQUISITE:** Beginning Microcomputer Skills Introduction to WordPerfect 4.2

This class is designed for people in the process of converting from WordPerfect 4.2 to 5.0. Topics of the class will cover basic changes like menus, setup options, function key changes, converting document from 4.2 to 5.0 and from 5.0 to 4.2 and Reveal Codes. Some of the advanced features such as Macro Editing, Keyboard Layout, Fonts, Styles, Clip Art Images, Compose, Master Documents, Automatic Referencing, Document Compare and Kerning will also be covered.

## SPREADSHEET CLASSES

**INTRODUCTION TO LOTUS 1-2-3:** presented by Gale Kramlick of the Information Center

**DATE:** March 14 and 15, 1989  
April 17 and 18, 1989  
**TIME:** 8:30 am to 3:30 pm on the first day  
8:30 am to 12:00 noon on the second day  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 12  
**PREREQUISITE:** Beginning Microcomputer Skills

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

INTRODUCTION TO LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet design and commands and the creation of graphics. Printing spreadsheets and graphs is also covered. The more advanced features such as macro programming and database commands are covered in other courses.

Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets for further experience.

**ADVANCED FEATURES OF LOTUS 1-2-3:** presented by Brett McAlister of the Information Center

**DATE:** April 4 and 5, 1989  
**TIME:** 1:00 pm to 4:30 pm on April 4  
8:30 am to 3:30 pm on April 5  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$75.00  
**LIMIT:** 12  
**PREREQUISITE:** Introduction to Lotus 1-2-3 and Beginning Microcomputer Skills

This course is designed for anyone who is using 1-2-3 for basic spreadsheet work. Features not covered in the introductory class will be included (ex: protection status, range names, combining files, etc). Advanced features such as one and two-way sensitivity analysis tables will be covered in detail.

Class consists of lecture, hands-on practice, lab work or question and answer period if time permits.

**SPREADSHEET DESIGN AND DOCUMENTATION:** presented by Brett McAlister of the Information Center

**DATE:** February 24, 1989  
**TIME:** 8:30 am to 4:30 pm  
**PLACE:** Room 25, Mitchell Building  
**NON-SUBSCRIBER COST:** \$60.00  
**SUBSCRIBER COST:** \$40.00  
**LIMIT:** 10  
**PREREQUISITE:** Introduction to Lotus 1-2-3

This class will emphasize the importance, effectiveness and the organizational benefits of good spreadsheet design and documentation. The Lotus 1-2-3 spreadsheet program will be used to demonstrate good and bad techniques. Some methods to track down common mistakes and logic problems will be covered.

**INTRODUCTION TO MACROS FOR LOTUS 1-2-3:** presented by Gale Kramlick of the Information Center.

**DATE:** February 27, 1989  
**TIME:** 8:30 am to 12:00 noon  
**PLACE:** Room 25, Mitchell Building  
**NON-SUBSCRIBER COST:** \$35.00  
**SUBSCRIBER COST:** \$25.00  
**LIMIT:** 12  
**PREREQUISITE:** Introduction to Lotus 1-2-3

This class is designed for the regular Lotus 1-2-3 user who wants to include the power of Lotus 1-2-3 Macros in their spreadsheets. Subjects covered are: naming the macro, the /0 macro, entering the macro into the spreadsheet, invoking the macro, how to include special keys (ie. function keys, arrow keys, home key, escape key, etc) in the macro, and macro documentation. Also covered will be how to make the macro interact with the operator and simple decision making.

**INTERMEDIATE MACROS FOR LOTUS 1-2-3:** presented by Brett McAlister of the Information Center

**DATE:** February 28, 1989  
**TIME:** 8:30 am to 12:00 noon  
**PLACE:** Room 25, Mitchell Building  
**NON-SUBSCRIBER COST:** \$35.00  
**SUBSCRIBER COST:** \$25.00  
**LIMIT:** 12  
**PREREQUISITE:** Introduction to Lotus 1-2-3

This class is designed for the person who has mastered the concepts presented in Beginning Macros. The primary emphasis in this class is the use of branches and loops to increase the power of the macro. In addition subroutines will be covered as well as the {DEFINE} AND {DISPATCH} commands. More advanced decision making routines will also be presented.

**ADVANCED MACROS FOR LOTUS 1-2-3:** presented by Brett McAlister of the Information Center

DATE:	February 28, 1989
TIME:	1:00 pm to 4:30 pm
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	\$35.00
SUBSCRIBER COST:	\$25.00
LIMIT:	12
PREREQUISITE:	Introduction to Lotus 1-2-3

This class is designed for the Lotus 1-2-3 POWER user who designs spreadsheets for others to use. Covered in this class are those aspects of Lotus 1-2-3 and macros that affect the way the spreadsheet is presented to the user. Items such as custom menus, {BEEP}, {PANELOFF}, {PANELON}, {WINDOWSOFF}, {WINDOWSON}, {RECALC}, {BREAKOFF}, and {BREAKON} will be presented.

The user should already be familiar with invoking, creating and editing macros with 1-2-3. The Intermediate Macros class is not a prerequisite.

## DATABASE CLASSES

**BEGINNING R:BASE:** presented by Sheralyn Thompson Marble of the Information Center

DATE: March 22 and 23, 1989  
TIME: 8:30 am to 4:30 pm each day  
PLACE: Room 25, Mitchell Building  
NON-SUBSCRIBER COST: \$120.00  
SUBSCRIBER COST: \$80.00  
LIMIT: 12  
PREREQUISITE: Beginning Microcomputer Skills and Micro Database Concepts and Design

This class will give participants hands-on experience creating a database and developing a simple application with R:BASE. The application will include database updates, queries, and simple forms and reports generation. "Prompt by Example" and "Express" will be used.

**INTERMEDIATE R:BASE:** presented by Randy Holm of the Information Center

DATE: February 14 and 15, 1989  
TIME: 8:30 am to 4:30 pm each day  
PLACE: Room 25, Mitchell Building  
NON-SUBSCRIBER COST: \$120.00  
SUBSCRIBER COST: \$80.00  
LIMIT: 12  
PREREQUISITE: Beginning R:BASE

This class will expand on what was covered in the beginning R:base class. Topics covered include sophisticated forms and reports, multi-table operations, database maintenance, and R:base commands and functions. An overview of custom code and macros will be given to demonstrate the programming capabilities of R:base, but emphasis will be on enhancements to Application Express rather than programming from scratch.

## COMMUNICATIONS AND NETWORK CLASSES

**USING NOVELL SOFTWARE:** presented by Teri Lundberg of the Information Center

**DATE:** February 22, 1989  
April 18, 1989  
**TIME:** 1:00 pm to 4:30 pm  
**PLACE:** Room 25, Mitchell Building  
**NON-SUBSCRIBER COST:** \$35.00  
**SUBSCRIBER COST:** \$25.00  
**LIMIT:** 12  
**PREREQUISITE:** Beginning Microcomputer Skills and FIVE months microcomputer experience

This course is designed for users of Novell Networks. Topics covered include:

- The definition of a local area network with emphasis on a Token Ring Network
- Logging on to the network
- Directory structure
- Network security
- Supervisor functions
- Drive mappings
- Summary of basic Novell commands

**NOTE:** This class is not intended for network system administrators or network programming staff. Contact Teri Lundberg at 444-3994 if you have any questions.

**TELEPHONE STATION USER TRAINING:** presented by LaVelle Brannin of the Telecommunications Bureau

**DATE:** March 2, 1989  
**TIME:** 1:00 pm to 2:00 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** No Charge  
**LIMIT:** 10  
**PREREQUISITE:** none

This class is designed to familiarize new employees or refresh current employees with the features and use of the state telephone system. Also discussed will be the different calling capabilities available and the dialing plan. This is an interactive class combining demonstrations and hands on usage of the features and the dialing plan.

## COMPUTER BASED TRAINING

The following tutorials are available in the Information Center in Room 24 of the Mitchell Building free of charge. The tutorials are either diskette or video-based. All are designed for individual study and self-pacing. Tutorials available include:

Using DBase III and DBase III+  
Disk Operating System (DOS)  
DOS: Hard Disk/Floppy Users, Beginning through Advanced  
Using Displaywrite 3  
Introduction to DisplayWrite4  
Advanced DisplayWrite4  
The Instructor (microcomputer systems)  
Intro to Lotus 1-2-3  
Macro Programming & Advanced Lotus 1-2-3  
Beginning R:BASE  
Typing Instructor  
Turbo Pascal Tutor  
Teach Yourself WordPerfect  
WordPerfect-Seven Easy Steps (30 min. video)  
WordPerfect 5.0 Overview

Call the Information Center at 444-2973 for more information or to check out the tutorials.

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\*\*\*\*\*

ISD CLASS ENROLLMENT APPLICATION  
COMPLETE THIS APPLICATION IN FULL AND  
RETURN IT TO THE INFORMATION CENTER BUREAU  
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: \_\_\_\_\_

Date Offered: \_\_\_\_\_

STUDENT DATA

Name: \_\_\_\_\_

Soc Sec Nbr (for P/P/P): \_\_\_\_\_

Agency & Division: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

How have you met the required prerequisites for this course? Explain giving the class(es) taken, Information Center tutorial(s) completed, and/or experience.

\_\_\_\_\_

\_\_\_\_\_

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: \_\_\_\_\_

ISD Billing Number (5 digits): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE THREE DAYS BEFORE THE DATE FOR EACH CLASS.



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